



State Human Resources Office

Arizona Department of Emergency & Military Affairs

Employment Announcement - # MA-48639

Opening Date: August 10, 2009

Closing Date: August 24, 2009

Title: Security Officer II

Class Code: AUN03859

Grade: 15

Location: Bellemont, AZ – Camp Navajo

Position: AMA002006AHN

Salary Range: 25k to 42k*

Uncovered Federally Funded Position, NOT Subject to Arizona State Merit System Rules

THIS IS AN INTERNAL OPPORTUNITY.

Only current DEMA employees are eligible. Must be a current DEMA employee (State or Federal) to be considered.

DESCRIPTION OF DUTIES: Under limited supervision manage the Camp Navajo Locksmith program. Develop and oversee installation and security policies and procedures related to the issuance, control, and maintenance of locks, keys, and related items. Perform lock maintenance and repair, key and re-key locks, cut keys, maintain lock and key control records, and work within the established Morse Watchman KeyWatcher electronic system of key issuance. Maintain the Camp Navajo lock shop with parts, supplies, and tools necessary to the program while ordering replacement parts and supplies within specified budget guidelines. As available or when assigned, supervises a squad (shift) of Security Officers, on an as needed or fill-in basis, providing security services for Camp Navajo (CN) while also performing line security duties. These services include entry control to the installation and the ammunition limited area; maintaining vehicle and personnel checks in accordance with current THREATCON level; providing random foot and vehicular patrols of Mission Essential Vulnerable Areas (MEVA's) and installation facilities and fence lines; and maintaining radio contact with other Security Officers on the shift. Supervises shift personnel who monitor network and phones; monitor computers and take action per Standard Operating Procedures (SOP's) in the event of an alarm; directs response requirements for incoming message traffic. Knows and understands all CN Security Standard Operating Procedures. Direct security and other responders at scenes of emergencies until relieved by higher authority. Perform other job related duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES: **Knowledge of:** Thorough understanding of the English language. Lock maintenance and repair procedures. Lock and key control procedures. Lock keying systems. Inventory tracking. Procedures for ordering parts, tools, and supplies. Must be capable of learning and applying procedures for search and seizure, arrest, and use of force (including deadly force). Must possess a functional knowledge of personal computer operations in a network environment. -- Must interpret written policies and procedures and verbal instructions and apply them in situations. Understand emergency management principles such as the Incident Command System (ICS) and apply them in situations. Thorough knowledge of the Security Division Standard Operating Procedures and the Garrison Commander's policies. Effective emergency/crisis management techniques. **Skills In:** Safely operate security vehicles. Effectively and professionally interacts with installation personnel and civilians, in person and on the telephone. Communicates clearly and concisely in both oral and written form. Operate a two-way radio. Must demonstrate physical fitness capable of performing assigned duties. Emergency management and leadership skills. **Ability To:** Perform all job duties and responsibilities in a safe and effective manner and not be a hazard to self or others. Communicate clearly and concisely both verbally and in writing. Read, understand, and comprehend complex written documents, policies, and procedures and interpret how those policies should be applied locally. Properly wear assigned uniform. Maintain confidence and composure in high stress situations. Effectively and professionally interact with others, internally and externally in person, through verbal means, and in writing. Safely operate vehicles, to include security vehicles. -- Carry a firearm and apply various levels of force in compliance with policy. Lead subordinate personnel towards accomplishment of a mission. Work within standard/established locksmith practices.

DESIRED QUALIFICATIONS: Any combination of education, training and experience that meets the knowledge and abilities described. This includes Locksmith certification, Previous experience as a Security Officer 1/A (preferably one to two years), Supervisory experience in law enforcement, security, or customer service related field, and Logistics training or experience.

SPECIAL JOB REQUIREMENTS: Must be able to obtain and maintain a valid State of Arizona driver's license. Must be able to obtain and maintain a valid DPS Fingerprint Clearance Card. Must be able to obtain and maintain a "Secret" security clearance. Must be able to pass a pre-placement physical.

HOW TO APPLY: Interested candidates must submit a resume at www.azstatejobs.gov. Resumes are to be submitted no later than **08/24/09**. Resumes received after closing date may be considered if necessary. Preference will be given first to DEMA employees & AZ National Guard members, then to State employees from other agencies, & then to all other applicants.

"DEMA is a smoke-free work environment".

ADA/EEO/AA Employer